

Guide to Understanding Probation and Parole For Family and Friends



**Missouri Department of Corrections
Division of Probation and Parole**

MISSOURI DEPARTMENT OF CORRECTIONS MISSION STATEMENT

The Department of Corrections with victims, communities and state and local governments improves public safety through secure confinement and effective community interventions. Through our cooperative efforts to provide effective correctional services, we hold offenders accountable for their behavior and prepare them to be productive citizens.

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I. INTRODUCTION

This document is designed to assist the family as well as friends of offenders under the supervision of the Missouri Department of Corrections - Division of Probation and Parole, to understand the requirements of probation, parole or conditional release supervision. Our hope is for all offenders to successfully complete their period of supervision with guidance from their family, friends, employers, Probation and Parole Officers and others.

Family and friends play a very significant role in the supervision process. We encourage you to read this document carefully to understand the conditions of probation, parole or conditional release and the expectations of individuals on supervision. It is important to note that the information contained herein is distributed for general informational purposes only. Each sentencing Court and local Probation and Parole Office will operate with slight differences throughout the state.

Specific questions and concerns should be forwarded to the offender's assigned Probation and Parole Officer. Please be aware that information relating to an offender's supervision is governed by the department's policy on confidentiality and state laws.

Additional information regarding the Missouri Department of Corrections is available on the State of Missouri website at www.doc.mo.gov. The Family and Friends document is on this website under the link to Probation and Parole.

II. DIVISION OF PROBATION & PAROLE: FIELD and PAROLE SERVICES

A. Overview

The Division of Probation and Parole is divided statewide into six regions. Each region is made up of a network of local District and Satellite offices, and Institutional Parole Offices.

The Field Services Section is responsible for supervision of probationers in the community assigned to the Division of Probation and Parole by the Courts, offenders released under supervision by the Parole Board and offenders from other states through the Interstate Compact. Another primary function of the Field Services section is the preparation of Sentencing Assessment Reports for the Court. The Parole Services Section is responsible for assessment of incarcerated offenders, tracking their progress for the Parole Board, and development of supervision plans with offenders in preparation for release from prison.

B. Role of the Probation and Parole Officer in the Supervision Process:

The Field Probation and Parole Officer's role is to promote public safety by helping offenders to establish productive, successful lives through the community based supervision process. The Probation and Parole Officer facilitates positive behavior change in an offender's life by providing structured supervision, referral to appropriate resources, and imposing sanctions as necessary to manage needs and control risk. Probation and Parole Officers continuously assess and evaluate the offenders assigned to them, and supervise the offender at a level consistent with their needs and risk to re-offend. The Probation and Parole Officer balances treatment and intervention strategies to address offender needs, while promoting public safety, with a goal for the offender to become a successful, contributing member of the community. The supervision process consists of a number of critical activities including:

- Accurate and ongoing assessment of offender risk and need
- Development of effective, individualized supervision and treatment plans
- Restorative Justice practices (IE: community service and restitution)
- Use of appropriate sanctions and strategies to minimize risk and maximize the potential for successful outcomes

C. Role of Family and Friends in the Supervision Process

The Missouri Board of Probation and Parole strongly encourages the involvement of the offender's family, friends and significant others during the supervision process. Family and friends play a major role of support for the offender to positively develop as an individual who can make better choices and live as a productive and law-abiding citizen within a community setting. We hope the offender's family and friends will become familiar with the conditions and expectations of probation, parole or conditional release as set forth by the Court and/or the Parole Board. Anytime there are questions or concerns, the assigned Probation and Parole Officer should be contacted. We encourage family and friends to openly communicate with the Probation and Parole Officer as their input, support and involvement are extremely important to the

supervision process and contribute to the offender's successful completion of their period of supervision. It is important that the family and friends of individuals on supervision understand that the Missouri Board of Probation and Parole is responsible for protecting the confidentiality of files, records, and related information. Access to and disclosure of offender records and other information is restricted by statute and department/division policy and procedure. Therefore, when family, friends, employers and others talk with staff from the Division of Probation and Parole, certain information cannot be shared.

III. CONDITIONS OF PROBATION, PAROLE AND CONDITIONAL RELEASE:

As previously stated, family and friends play an extremely important role in the supervision process. Through an understanding of these conditions, you can provide guidance and direction that will assist the individual on probation, parole or conditional release in completing their period of supervision successfully. Family and friends often are the first to see the challenges and behavioral problems that an offender is experiencing and are strongly encouraged to discuss these issues with the assigned Probation & Parole Officer. Early intervention to address an offender's problematic behavior can impact their ability to complete the period of supervision successfully and maintain a responsible, productive, law-abiding life. When problems are not addressed, they usually escalate and often lead to the offender violating the conditions of supervision, which may result in a referral to the Court or Parole Board for further action.

The conditions of probation, parole and conditional release are listed below. It should be noted that individuals placed on probation, parole or conditional release by another state but supervised in Missouri, are required to abide by the conditions set out by both states.

1. Laws: I will obey all federal and state laws, municipal and county ordinances. I will report all arrests to my Probation and Parole Officer within 48 hours.

Everyone is expected to obey the law. Any arrest must be reported to the supervising Probation and Parole Officer within 48 hours. All contact with law enforcement should be reported to the Probation and Parole Officer even if that contact does not result in an arrest.

2. Travel: I will obtain advance permission from my Probation and Parole Officer before leaving the state or the area in which I am living.

The Probation and Parole Officer must be able to locate individuals on supervision at all times and will determine the area in which an offender is allowed to travel. Most travel will be restricted to the community in which the offender lives and works. Instate travel may be approved if the request is reasonable and the offender's behavior is satisfactory.

Travel out of state is subject to special rules and regulations. Out of state travel must be discussed with the Probation and Parole Officer at least 15 days in advance of the desired date of travel. If approved, a travel permit must be prepared by the Probation and Parole Officer no less than fifteen (15) days in advance. The individual on supervision is responsible for providing very detailed information regarding the planned travel. Sexual Offenders and Dangerous Felons are required to request permission to travel at least thirty (30) days in advance. Travel permits may be issued on short notice only in the case of an emergency such as the death or serious illness of a family member.

Canada does not allow offenders to enter and travel in their country. Individuals on supervision must get permission to travel outside of the continental United States from the Parole Board (if on parole or conditional release) or the Court (if on probation).

3. Residency: I will obtain advance permission from my Probation and Parole Officer before making any change in residency.

Residency is defined as the location where the individual on supervision sleeps and spends the majority of their time. It is not merely a mailing address, somewhere to store property or a place to pick up messages. As previously stated, the Probation and Parole Officer is responsible for knowing the whereabouts of individuals on supervision at all times. Therefore, the offender must obtain advance permission from their Probation and Parole Officer before making any change in residency. In the event of an emergency move, the individual must advise their Probation and Parole Officer of the new address within 48 hours.

The Probation and Parole Officer has the authority to approve or disapprove a home plan. Periodic home visits will be conducted to facilitate communication and involvement with the individual on supervision as well as family or significant others that are living in the home.

State statutes prohibit certain offenders from establishing residency within one thousand feet of any public or private school giving instruction in a grade(s) not higher than the twelfth grade or any childcare facility in existence at the time the residence was established.

4. Employment: I will maintain employment unless engaged in a specific program approved by my Probation and Parole Officer. I will obtain advance permission from my Probation and Parole Officer before quitting my job or program. In the event I lose my job or am terminated from a program, I will notify my Probation and Parole Officer within 48 hours.

It is expected that individuals on supervision support themselves and their families and pay their debts just as all citizens are expected to do. Therefore offenders are required to maintain employment, be enrolled in school, or be involved in a training program. Research clearly indicates that there is a direct correlation between criminal behavior and unemployment. Individuals who are employed are much more likely to successfully complete their period of supervision. The Probation and Parole Officer will advise the Court and/or Parole Board if an offender is unable to work due to severe mental or physical health problems.

Changing or quitting a job or an educational/vocational program is always a major decision in anyone's life. It is important that the offender discuss and obtain advance permission from their Probation and Parole Officer so that the advantages and disadvantages can be considered. This requirement is in place so that the individual on supervision does not make a spur of the moment decision that may be later regretted because another job or program may not be easy to obtain. The offender must also advise their Probation and Parole Officer within 48 hours of losing a job or being terminated from a program which includes notification of any change in job or program status (IE: layoffs and suspensions).

5. Association: I will obtain advance permission from my Probation and Parole Officer before I associate with any person convicted of a felony or misdemeanor, or with anyone currently under the supervision of the Division of Probation and Parole. It is my responsibility to know with whom I am associating.

It is important that the offender choose their friends and associates wisely. The individuals with whom they associate can have either a positive influence or a negative one. Frequently the individuals with whom they associated in the past had been involved in illegal behavior and that association contributed to their legal difficulty. Therefore as a condition of probation, parole and conditional release offenders are prohibited from association with any person convicted of a felony or misdemeanor, or with anyone currently under the supervision of the Division of Probation and Parole without advance permission from their Probation and Parole Officer. It is the offender's responsibility to know with whom they are associating.

Naturally an offender may come into contact with family members or co-workers who have been convicted of felonies, misdemeanors or that are currently on supervision. However, that does not mean they need to associate after hours or outside their place of residence or treatment program with those individuals. Advance permission from the Probation and Parole Officer is required before the offender associates with any of these individuals.

6. Drugs: I will not have in my possession or use any controlled substance except as prescribed for me by a licensed medical practitioner.

Use of any controlled substances, unless prescribed by a physician, is illegal. Therefore it is a condition of probation, parole and conditional release that individuals on supervision cannot have in their possession or use any controlled substance unless prescribed to them by a reputable, licensed, medical practitioner. Marijuana cannot legally be prescribed to any Missouri resident regardless of pain or injury.

Substance abuse is a problem for the majority of individuals on supervision, which includes illegal substances as well as alcohol. To monitor behavior and provide the necessary interventions, all individuals on supervision are expected to submit to urinalysis or other types of testing on a random basis. Failure to produce a urine specimen within the required time period, and/or attempted or actual adulteration, substitution, or dilution of a urine specimen is a violation of the conditions of supervision.

7. Weapons: I will not own, possess, purchase, receive, sell, or transport any firearms, ammunition or explosive device, or any dangerous weapon if I am on probation or parole for a felony charge or a misdemeanor involving firearms or explosives, or it is in violation of federal, state or municipal laws or ordinances.

Weapons as defined by Missouri State Statute 571.010 RSMo. include firearms, gas guns, spring guns, explosive weapons, knives (other than ordinary pocket knives with less than 4 inch blades), switchblade knives, projectile weapons, blackjacks and brass knuckles. Federal law makes it unlawful for certain categories of persons to ship, transport, receive or possess firearms. These categories include any person who;(1) is under indictment for a crime punishable by imprisonment for a term exceeding one year (2) is convicted of a crime punishable by imprisonment for a term exceeding one year

(3) is a fugitive from justice (4) is an unlawful user of or addicted to any controlled substance (5) is an illegal alien (6) has been discharged from the military under dishonorable conditions (7) has renounced his or her United States citizenship (8) is subject to a court order restraining the person from harassing, stalking or threatening an intimate partner or child of the intimate partner or (9) has been convicted of a misdemeanor crime of domestic violence.

At the time of discharge from probation, parole or conditional release, the offender should contact the Department of Treasury, Bureau of Alcohol, Tobacco and Firearms to determine what, if any, restrictions still apply.

8. Reporting/Directives: I will report as directed to my Probation and Parole Officer. I will abide by any directives given me by my Probation and Parole Officer.

All individuals on probation, parole or conditional release are required to report on a regular basis to a Probation and Parole Officer. The frequency of reporting, location and method of reporting as well as special directives are determined by the Probation and Parole Officer based on an assessment of each offender. The assessment includes an evaluation of the offender's risk to the community and their individual needs for successful completion of supervision based on factors such as criminal history, substance abuse, mental health, employment/vocation/education, and compliance with all the conditions of supervision including payment of court costs, restitution and intervention fees.

Telephone contact or a voice message is not considered an office visit. It is the offender's responsibility to arrange transportation for office visits and maintain contact with their Probation and Parole Officer.

9. Supervision Strategy: I will enter and successfully complete any supervision strategy and abide by all rules and program requirements, as directed by the Court, Parole Board or my supervising Probation and Parole Officer.

The Department of Corrections has developed a continuum of supervision strategies. These strategies include but are not limited to enhanced, regular or minimum supervision, electronic monitoring, day reporting, residential facilities, community release centers, community supervision centers and institutional treatment centers. The needs of the offender and risk to the community are assessed regularly during the supervision period to determine the program or level of supervision that is best for them. Each strategy has its own rules and program requirements. Offenders are responsible for completing any supervision strategy to which they may be assigned and for abiding by all rules and program requirements pertaining to that supervision strategy.

10. Intervention Fee: I shall pay a monthly intervention fee in an amount set by the Missouri Department of Corrections pursuant to RSMo 217.690. This payment shall be due and payable on the first day of the first month following placement on probation, parole, or conditional release

The Board of Probation and Parole is authorized by Missouri State Statute to collect an Intervention Fee monthly from individuals on supervision. The fee is used to support case management and intervention services provided to individuals on probation, parole

or conditional release supervision as well as address the public expectation that offenders help offset the costs of these services to the State of Missouri.

11. Special Conditions of Supervision

The Court that placed the offender on probation or the Parole Board that approved an offender's release from prison has the authority to establish special conditions of supervision. Examples of special conditions include a prohibition from certain activities such as consuming alcohol or entering bars and liquor stores and an expectation to participate in programming such as substance abuse or mental health treatment or educational-vocational training. Also offenders on supervision may be expected to pay court costs, restitution, perform community service work, have no contact with victims, or serve periods of detention. These are just a few examples of the many special conditions that may be imposed.

Specific questions regarding the conditions of probation, parole and conditional release supervision should be directed to the offender's assigned Probation and Parole Officer. All individuals on supervision are provided with a booklet entitled "Rules and Regulations Governing the Conditions of Probation, Parole and Conditional Release Supervision. Family and friends can obtain a copy of this booklet through the local Probation and Parole Office. This information is also on the Missouri Department of Corrections website at www.doc.mo.gov under the link to Probation and Parole.

IV. REPORTS:

The following documents are utilized in case management and to communicate with the sentencing Court and Parole Board:

A. Sentencing Assessment Report: The purpose of this report is to provide information to assist the Court in sentencing decisions subsequent to an offender's plea or a finding of guilt. The report includes information on the circumstances of the offense to which the offender pled or was found guilty, the offender's prior criminal history and the impact of the crime on the victims as well as information on the offender's family, education, employment, physical health, mental health, financial situation, and substance abuse. This helps the Court determine if the offender is a good candidate for probation supervision and assists the Parole Board in determining the appropriate date and method of release from prison.

B. Case Summary Reports: The Probation and Parole Officer prepares periodic reports for the sentencing Judge, or the Parole Board, summarizing the offender's progress on supervision.

C. Transition Accountability Plan: An individualized plan developed with the offender and the case management team that will identify their strengths and weaknesses and outline goals and actions necessary for success on supervision. The case management team generally includes the Probation and Parole Officer, treatment staff and those from other agencies as well as members of the offender's family. The Transition Accountability Plan will include plans to address employment, family, transportation, housing, substance abuse/mental health treatment, personal needs and special conditions set out by the Court or Parole Board. The plan is updated on a regular basis and revised based on the offender's needs, successes and accomplishments.

D. Violation Reports: The Probation and Parole Officer submits a report to the Court, or the Parole Board when an offender fails to comply with the conditions of supervision. Upon gaining information that a violation has occurred, the Probation and Parole Officer will conduct a violation interview. The violation report contains a recommendation to the Court or Parole Board. The Court or Parole Board is the authority that decides the outcome and consequences for the violation(s).

V. TRANSFERS:

A. Intrastate Transfer Request (In State)

Individuals who are currently under the supervision of the Board of Probation and Parole in Missouri may request to move/reside in another area of Missouri. The offender will need to provide their supervising Probation and Parole Officer with the address, telephone number, and information on persons residing in the proposed residence. A request will be made to another Probation and Parole district office to investigate the proposed home plan. The investigation process takes approximately 21 days. If there is a need for the offender to proceed to the proposed home plan prior to completion of the investigation, the supervising Probation and Parole Officer can contact the district where the proposed home plan is located to obtain reporting instructions to that office. If, after investigation, the new home plan is denied, the offender will be required to return to their previous residence. Home plan investigations are conducted by Probation and Parole Officers and are approved/disapproved based on an assessment of the plan.

B. Interstate Transfer Request (Out of State)

The Interstate Compact for Adult Offender Supervision has established rules and procedures for transfer of probationers, parolees and individuals on conditional release from one state to another. Offenders can request that their supervision be transferred to another state. There are specific criteria that must be met by offenders who request to transfer out of state as well as for those who are residents of another state at the time of sentencing in Missouri. The offender's Probation and Parole Officer will determine and verify their eligibility for transfer based on the requirements of the Interstate Compact. Probation and Parole staff in the state where the offender desires to live will investigate the proposed home and employment plan. The interstate investigation and transfer process is complex and may take a significant period of time to be completed. The individual on supervision cannot relocate without the approval of both states.

VI. SUPERVISION STRATEGIES/PROGRAMMING

The Missouri Board of Probation and Parole has developed a continuum of supervision strategies. We are committed to preparing offenders to live civil, sober and productive lives. Our goal is to ensure positive personal progress within the least restrictive environment. Supervision strategies and programs are utilized for offenders transitioning from prison on parole or conditional release and those under probation supervision in the community to assist them in being successful in the community as well as to enhance public safety. Probation and Parole Officers continuously assess and evaluate the offender's risk to public safety and their individual needs. Efforts are made to match the offender's risk and needs with varying degrees of intervention, control and treatment. Some of the programs/strategies offered are described below. Note that availability varies throughout the state. Contact the local Probation and Parole Office for information specific to your area.

Aggressive Offender Program-An educational program designed to teach alternatives to aggressive behavior while controlling anger.

Cognitive Restructuring Program-A program designed to help offenders recognize and change their criminal thinking patterns.

Community Release Center- Residential Facilities operated by the Division of Probation and Parole in St. Louis and Kansas City. Offenders with no viable home plan and those who would benefit from intensive supervision in a structured setting are target populations for these facilities.

Community Supervision Center- Residential facilities operated by the Division of Probation and Parole in limited catchment areas of the state for those offenders who, based on their high level of risk of technical violations and need for treatment, require a higher level of intervention and control.

Drug Court-An intensive Court based community program for offenders with identified substance abuse problems.

Education (GED/ABE)-A program designed to help offenders obtain a GED or High School Diploma.

Electronic Monitoring Program (EMP)- Electronic Monitoring, also known as house arrest, is used to provide structure and control of offenders just released from prison or those on probation, parole or conditional release that are failing to comply with the conditions of supervision. The program requires a working telephone, with no special features, that is compatible with monitoring equipment. Offenders must wear a small monitor around their ankle the entire duration of the program, which is generally from 30 to 120 days. Offenders are not allowed to leave their residence for any reason without advanced and scheduled permission from their Probation and Parole Officer. Recreation hours may be earned if goals are met and responsible behavior is demonstrated.

Employment Workshop-A program designed to enhance an offender's job-seeking skills to assist them in obtaining employment. The workshop also addresses factors that impact the offender's ability to maintain employment.

Financial Management Groups-Educational programs designed to teach offenders how to manage their finances in a responsible manner.

Impact of Crime on Victims Program-A program designed to promote offender understanding of criminal behavior on individual victims and communities.

Intake/Orientation Program-An overview of the expectations of supervision and resources available in individual districts. This program is attended by offenders upon initial placement on supervision.

Mental Health Programs- Specialized programs providing evaluation and treatment by mental health professionals in the community to offenders with mental health issues.

Offenders Offering Alternatives Program-A program designed to educate probationers on the realities of prison, promote positive choices and deter criminal behavior. This program is facilitated in Missouri Correctional Facilities by a group of carefully selected and trained inmates.

Pathway to Change Program-A cognitive skills program designed to promote positive behavioral change with offenders. The program addresses the following issues: anger management techniques, responsible decision making, successful relationships, the ability to identify and correct thinking errors, examination of values, attitudes and other factors that are related to criminal behavior.

Sex Offender Programs-Specialized programs in the community providing evaluation and treatment by mental health professionals to offenders who have committed an offense of a sexual nature.

Substance Abuse Treatment Programs- These programs involve intervention and treatment strategies to address substance abuse. These can include inpatient, outpatient, aftercare and relapse prevention programs. These services are provided by substance abuse treatment professionals.

Victim Impact Panel-Offenders convicted of Driving While Intoxicated or those identified as high risk for the offense, attend a session presented by community members who are direct or indirect victims of a drunk driver.

VII. MISSOURI LAWS AFFECTING SUPERVISION:

A. Tampering with a Judicial Officer and Assault on a Law Enforcement Officer

As defined in Missouri State Statutes 565.084, 565.081, 565.082 and 565.083, it is a crime to harass, intimidate, threaten or cause harm to a Probation and Parole Officer or their family. Tampering with A Judicial Officer is a Class C Felony. The offenses of Assault on a Law Enforcement Officer range from a Class A Felony to a Class A Misdemeanor depending on the elements of the crime.

B. Felony Registration

Missouri State Statute 217.695 RSMo requires that law enforcement in the county where an individual on parole or conditional release resides be provided with the offender's address, employer, information about their offense and other identifying information including fingerprints, and a photograph. All offenders released from the custody of the Department of Corrections on parole or conditional release are required to complete a registration form prior to release; the form and identifying information are sent to the chief law enforcement official in the county where the offender plans to reside by Institutional Parole Office staff.

Any time a parolee or an individual on conditional release moves to a different county, a registration form must be filed with the chief law enforcement official in their new county of residence within seven (7) days. The Probation and Parole Officer will send the required information to law enforcement following approval of the new home plan. Failure of an offender to register within the required time period is just cause for revocation.

Missouri State Statute 589.400 sets out special registration requirements for individuals convicted of a sex offense. Information on those requirements is contained in Chapter VIII.

C. DNA Testing

Missouri State Statute 650.055 requires that every individual who pleads guilty to or is found guilty of a felony or a misdemeanor sex offense as defined in RSMo Chapter 566, to be DNA tested before released from a county jail or detention facility, or being placed under the jurisdiction of the Department of Corrections, to include those that are incarcerated and those that are on probation and/or parole. Department of Corrections staff utilize a mouth swab technique to collect the DNA sample. The DNA sample is sent to the Missouri Highway Patrol Crime Lab where it is analyzed and stored in a DNA database. An offender's refusal to submit a sample for DNA collection is a violation of law.

D. Voting Rights

According to Missouri State Statute 115.113, an offender is not entitled to vote while confined in prison, while on probation, parole or conditional release status after a felony conviction, or after a conviction of a felony or misdemeanor connected with voting rights. Probation cases where Imposition of Sentence is Suspended (SIS), are not subject to the above mentioned disqualification. Upon being discharged from supervision, most offenders are eligible to have their right to vote restored. Registration must be done in person at the office of the local election authority, the driver's license office or by mail at a participating state agency. Official documentation of discharge from supervision is required. Questions regarding an offender's right to vote or where to register can be addressed by the local county clerk's office, the local Board of Election Commissioners, or the Secretary of State's Office.

E. Jury Duty

As outlined in Missouri State Statute 561.026, while on probation, parole or conditional release supervision, offenders are not eligible to serve on a jury. A person convicted of a felony is forever disqualified from serving as a juror.

F. Tampering With Electronic Monitoring Equipment

It is a Class C Felony for an offender that has been ordered by a Court or the Board of Probation and Parole to wear an electronic monitoring device, to intentionally remove, alter, tamper with, damage or destroy that equipment as defined in Missouri State Statute 575.205.

VIII. SUPERVISION OF SEX OFFENDERS:

A. Supervision Requirements

Sexual offenders are mandated by law to participate in and successfully complete a program of treatment, education, and rehabilitation designed for perpetrators of sexual offenses. The statutory provisions on which these guidelines are based are outlined in Chapters 566, 568, and 589 of the Missouri State Statutes. The Sex Offender Supervision Agreement establishes the additional conditions of supervision for sexual offenders. This agreement prohibits sexual offenders from having contact with victims, attending certain functions, and visiting/going to certain places. In addition, this agreement mandates a sexual treatment program including the use of polygraphs. All sexual offenders under the supervision of the Board of Probation and Parole, including those whose supervision originated in another state but reside in Missouri, shall sign and abide by the Sex Offender Supervision Agreement. Some offenders are ordered by the Court or the Parole Board to be supervised as a sex offender although their current supervision is not the result of a conviction for a sex offense as defined by state statute if they meet certain criteria. For more information on the criteria and steps involved in the process, please consult with the local Probation and Parole office.

B. Sex Offender Registration

Sex offenders released from prison on parole or conditional release must register with the chief law enforcement official in their county of residence within 3 days* of release from custody. Individuals on probation supervision for a sex offense must register within 3 days* of placement on probation. Sex offenders can change their county of residence with the prior approval of their Probation and Parole Officer; they must register with the chief law enforcement official in their new county of residence within 3 days*. In all areas of Missouri except St. Louis City, the chief law enforcement official is the county sheriff. Offenders that reside in St. Louis City register at the St. Louis City Police Department. Failure to register within the required time period is just cause for revocation of probation, parole or conditional release and could result in a new misdemeanor and/or felony offense. ***Effective August 28, 2008 state law changed the sex offender registration time frame from 10 days to 3 days.**

There are additional requirements that impact sex offenders under supervision not addressed in this document. Specific questions should be directed to the offender's assigned Probation and Parole Officer. A booklet entitled "Rules and Regulations Governing the Conditions of Probation, Parole and Conditional Release Supervision For Sex Offenders is provided to offenders under supervision. Friends and family can obtain a copy from the local Probation and Parole Office. This information is also on the Missouri Department of Corrections website at www.doc.mo.gov under the link to Probation and Parole.

IX. COMMONLY ASKED QUESTIONS:

1. What is public information?

Public information is any information retained by a governmental body that is considered open to or accessible by the general public. Offender public record information consists of the following items:

- A. Present Offense(s)
- B. Sentence and Judgment/County of Conviction
- C. Term of Supervision
- D. Conditions of Probation/Parole/Conditional Release
- E. Confirmation that the individual is under Supervision
- F. Name of Supervising Officer/District
- G. Custody/Bond Status (Pre-Trial Cases)
- H. Parole/Conditional Release Dates
- I. Board Release Decisions
- J. Prior Convictions

2. Can individuals on Probation or Parole consume alcoholic beverages?

Determination is made on an individual basis. Many offenders will have a special condition from the Court or Parole Board, or be given a directive to not consume alcoholic beverages by their Probation and Parole Officer.

3. Can an individual be eligible for an early discharge from supervision?

The Probation and Parole Officer has the discretion to recommend an early discharge to the sentencing Court, which then makes the final decision. In accordance with Missouri State Statute 217.730, the Parole Board will consider an early discharge for an individual on parole or conditional release after they have served three years or more on supervision. Certain criteria must be met and careful review is given in each case when an early discharge is being considered.

4. Can an individual under supervision use a muzzleloader, bow or pellet gun?

Muzzleloaders, bows and pellet guns are considered weapons. As outlined in Chapter III, under Condition #7 (Weapons), the offender is not to own, possess, purchase, receive, sell or transport any firearms, ammunition or explosive device, or any dangerous weapon if they are on probation or parole for a felony charge or a misdemeanor involving firearms or explosives. Upon discharge from probation or parole, the offender should contact the Federal Bureau of Alcohol, Tobacco and Firearms to determine what, if any, restrictions still apply.

5. Can an individual request a change of their supervising Probation and Parole Officer?

An offender can make a request to the Probation and Parole Officer's immediate supervisor and/or the District Administrator, who will evaluate the basis for the request and make a determination whether the request will be approved. It should be noted that approval for a change in Probation and Parole Officer is limited to situations where there are deemed to be extenuating circumstances.

6. Are individuals on probation or parole required to divulge information about their criminal history on a job application?

If the offender fails to divulge their criminal history, they are subject to loss of employment due to falsifying information. It is a general practice that the offender is advised to let the prospective employer know that they would like to discuss their answer to the question during the interview process. The Probation and Parole Officer can help guide the offender in responding to this question.

7. What is the difference between an SES (Suspended Execution of Sentence) and an SIS (Suspended Imposition of Sentence)?

See Chapter XII. Definition of Terms

8. What steps should be taken should the Probation and Parole Office be destroyed by a natural disaster or some other calamity?

In the event that the Probation and Parole Office is destroyed or damaged to the point it is no longer operational, the offender is to contact the Command Center in Jefferson City for reporting instructions within 48 hours at 1-888-869-3195. It is very important that the offender make every effort to re-establish contact with their Probation and Parole Officer to remain in good standing.

9. What can family, friends and significant others do to assist in the probation, parole or conditional release supervision process?

Family, friends and significant others play a major role of support to assist the offender in making appropriate choices and being a productive and law-abiding citizen. Family and friends should have an understanding of the supervision conditions that the offender is required to follow, and openly communicate with the assigned Probation and Parole Officer. It is especially important that there be discussion with the Probation and Parole Officer concerning behavior that might jeopardize the offender's success on supervision as soon as possible so that efforts can be made to address problematic behavior before it reaches a level where the conditions of supervision are violated and Court or Parole Board action becomes necessary.

X. GENERAL OFFICE INFORMATION:

1. Office Hours: All District offices are open between 8:00am and 5:00pm Monday through Friday with earlier or later hours available by appointment.

2. Questions/Concerns: You are encouraged to discuss any questions and concerns you may have with the offender's assigned Probation and Parole Officer. Should the Probation and Parole Officer be unable to address your questions or concerns, you may contact their immediate supervisor or the District Administrator. Every effort should be made to resolve issues at the local level. However, if you are unsuccessful, there are other levels of review within the Division of Probation and Parole.

3. Standards for Appearance: Shirts, shoes and appropriate undergarments must be worn when visiting the District Office. Clothing should not display any gang, racial, inappropriate or inflammatory language or symbols.

4. Weapons: Firearms or any other weapons are prohibited on the grounds of the Probation and Parole office.

5. Consent to Search: Anyone entering the grounds of the Probation and Parole office is subject to search for contraband which includes the use of electronic detection devices designed to detect traces of narcotics and explosives.

XI. STATE AND NATIONAL RESOURCES:

CONTACT THE LOCAL PROBATION AND PAROLE OFFICE FOR ASSISTANCE AND INFORMATION ON RESOURCES IN YOUR COMMUNITY.

Alcohol/Drug Abuse Hotline	800-784-6776
Alcoholics Anonymous	800-784-6776
American Red Cross	800-540-2000
Bureau of Alcohol, Tobacco & Firearms (ATF)	573-331-7300
Child Abuse & Neglect	800-392-3738
Children Services Division	573-522-8024
Division of Child Support Enforcement	800-859-7999
Division of Workforce Development	573-751-3999
Domestic Violence Hotline	800-799-7233
Elderly Abuse Hotline	800-392-0210
Family Support Division	573-751-3221
Federal Emergency Disaster Assistance	800-525-0321
Medicaid Helpline (Public Welfare)	800-692-7462
Medicaid Recipient Services	573-751-6527
Mental Health Info-Source	800-447-4474
Missouri Dept. of Economic Development	573-751-4962
Missouri Dept. of Health & Senior Services	573-669-8819
Missouri Dept. of Mental Health	800-364-9687
Missouri Dept. of Revenue	573-751-1291
Missouri Dept. of Social Services	800-751-4815
Missouri Highway Patrol	800-525-5555
Missouri Parental Stress Helpline	800-367-2543
Missouri Victim Assistance	800-347-6881
MO Poison Control Center Emergency	800-222-1222
Narcotics Anonymous	800-945-4673
Sexual Violence Resource Center	877-739-3895
Social Security Administration	800-772-1213
Suicide and Crisis Hotline	800-273-8255
United Way Information & Referral Center	Dial 211

XII. DEFINITION OF TERMS:

Community Service: Service ordered by Courts in probation cases. This is generally free labor provided to a community or nonprofit agency. The purpose is restorative--to make amends to the community as a whole for criminal behavior.

Conditional Release: Missouri State Statutes determine the maximum amount of time an offender can be incarcerated on a prison sentence (severe behavioral problems while in prison can impact the maximum amount of time served). After serving the maximum period of time, the offender is conditionally released by the Parole Board and placed under community supervision.

Court Costs: Fees assessed by and payable to the Court for costs incurred in the prosecution of the criminal case to include cost of incarceration in the county jail in relation to the offense.

Crime Victims Compensation Fund: State law requires a fee to be assessed in all criminal cases as well as court proceedings related to infractions and municipal ordinance violations as a part of court costs. The purpose of this fund is to provide financial assistance to victims of violent crime. The program is administered through the Department of Public Safety.

Felony: A felony is a criminal offense where an offender can be sentenced to serve between one (1) year in jail and life in prison. An offender can be placed on probation for a maximum of five (5) years for a felony offense. The court has the discretion to extend the period of supervision for one (1) additional year for a violation of probation.

Intervention Fee: A monthly fee charged to individuals on probation, parole or conditional release to be used to provide community based programming and intervention services for individuals on probation, parole or conditional release. State law requires payment of this fee.

Misdemeanor: A misdemeanor is a criminal offense where an offender can be sentenced to serve from one (1) day to one (1) year in jail. An offender can be placed on probation for a maximum of two (2) years for a misdemeanor offense. The Court has the discretion to extend the period of supervision for one (1) additional year for a violation of probation.

Parole: Parole is supervision in the community granted by the Parole Board after a portion of a prison sentence has been served.

Probation: Probation is supervision in the community granted by the Court as an alternative to an immediate jail or prison sentence having to be served.

Restitution: Money payable to a victim(s) usually collected by either the Court or Prosecuting Attorney. This money is used to help compensate the victim for the loss or damage suffered as the result of the crime.

SES: (Suspended Execution of Sentence): The Judge ordered a jail or prison sentence when the offender went to court and was placed on supervision. The jail or prison sentence will not have to be served (executed) if the individual successfully completes the period of supervision. The arrest and conviction will remain on their criminal record.

SIS: (Suspended Imposition of Sentence): The Judge did not order a jail or prison sentence when the offender went to court and was placed on probation supervision. Under Missouri Law the individual will not have a conviction on their record if the period of probation supervision is successful. The arrest will remain on the individual's criminal record unless removal of the record is pursued through the appropriate legal process. Under Federal Law, a period of probation with a suspended imposition of sentence is considered a conviction.

Probation and Parole District Offices

District 1 - St. Joseph	District 18 Satellite - Macon
District 2 - Cameron	District 18 Satellite - Kirksville
District 3 - Hannibal	District 19 - Liberty
District 4 - Kansas City	District 20 - Camdenton
District 4 B - Kansas City	District 21 - Branson
District 4 C - Kansas City Central	District 21 Satellite- Nixa
District 4 W - Kansas City Region	District 21 Satellite - Aurora
District 4 R - Kansas City West	District 22 - Cape Girardeau
District 5 - Warrensburg	District 22 Satellite - Perryville
District 5 Satellite - Clinton	District 23 - Kennett
District 6 - Columbia	District 24 - Independence
District 7 Satellite - St. Louis	District 25 - Poplar Bluff
District 7 Satellite - St. Louis Central	District 26 - Fulton
District 7 Satellite - St. Louis South	District 27 - Jefferson City
District EC - St. Louis	District 28 - Belton
District EP - St. Louis	District 29 - Sedalia
District 8C - St. Louis County	District 30 - Nevada
District 8N - St. Louis County North	District 31 - Caruthersville
District 8S - St. Louis County South	District 32 - Lexington
District 8E - St. Louis County East	District 32 Satellite - Marshall
District 9 - Joplin	District 33 - Neosho
District 10 - Springfield	District 34 - Eldon
District 10 Satellite - Springfield	District 35 - Lebanon
District 11 - Rolla	District 36 - Potosi
District 11 Satellite -Steelville	District 37 - Dexter
District 12 - Farmington	District 38 - Troy
District 13 - West Plains	District 38 Satellite - Warrenton
District 14 - Sikeston	District 39 - Trenton
District 14 Satellite - New Madrid	District 39 Satellite - Brookfield
District 15 - Hillsboro	District 40 - Maryville
District 16 - Union	District 41 - Charleston
District 17 - St. Charles	
District 18 - Moberly	